

The Transatlantic Translations Company LLC Privacy Policy

The Transatlantic Translations Company LLC (TTGroup) and its' subsidiary, LangCommLive, respect your privacy and complies with the EU-US Privacy Shield Framework and the Swiss-US Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. The Transatlantic Translations Company LLC (TTGroup) has certified that it adheres to the Privacy Shield Principles. If there is any conflict between the policies in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification page, please visit <https://www.privacyshield.gov/>

In compliance with the Privacy Shield Principles, Transatlantic Translations Company LLC (TTGroup) commits to resolve complaints about your privacy and our collection or use of your personal information. Any inquiries or complaints regarding this privacy policy should first contact Transatlantic Translations Company LLC (TTGroup) at:

Kerri Modla, Director
411 Theodore Fremd Avenue
Suite 206
Rye, New York 10580
1-844-329-7088
Kerri@TTGtranslates.com

Transatlantic Translations Company LLC (TTGroup) collects personal information directly from you when you interact with us via our websites, including, without limitation, when you:

- Login to our portal (corporate)
- Apply for employment
- Submit questions
- Provide information by filling out forms on our websites
- Correspond and communicate with us
- Visit and/or browse our website

To the extent permitted by applicable law, the types of personal information collected directly from you may include, without limitation:

- Information used to communicate with you, such as your name, company name, title, email, telephone number, physical address;
- Information Transatlantic Translations Company LLC (TTGroup) maintains in association with your corporate account with us, such as your username, password, payment details, project records, invoices, credit and billing status, customer support inquiries; and
- Information contained in job inquiries or applications, such as resume, cover letter, age, education, professional affiliations, work history and contact details.

Transatlantic Translations Company LLC (TTGroup) uses personal information to:

- Fulfill requests: When you send us a quote request, request a call back or ask for specific marketing information or collateral about our company.

- Provide you with information about our services. Transatlantic Translations Company LLC (TTGroup) may use your personal information to notify you of new service offerings, updated technologies used by our company, as well as trade show events

- 411 Theodore Fremd Ave., Suite 206 South, Rye, NY 105
- Toll Free: 1-844-329-7088 ☒Fax: (201) 221-7526

that might be of interest to you. Transatlantic Translations Company LLC (TTGroup) may also use your personal information to respond directly to your requests for information.

- Provide support and customer service: We may use your personal information to provide support for our services you have obtained from our company as well as answer questions.

- Process a job application: When you apply for a position at Transatlantic Translations Company LLC (TTGroup), we use the personal information provided, such as information on your resume/cv and cover letter for the purpose of assessing your application or considering you for future positions in order that we carry our human resources functions in accordance with applicable law.

- We will not use your personal information in any manner that is inconsistent with the purpose of its original collection unless consented otherwise by you.

- Transatlantic Translations Company LLC (TTGroup) may be potentially liable in cases of onward transfers of Privacy Shield data to third parties.

- Transatlantic Translations Company LLC (TTGroup) will not sell, lease or rent your personal information to others without your consent. If this policy changes in the future TTGroup will update this policy and provide individuals with opt-out choice prior to disclosing their data.

- Transatlantic Translations Company LLC (TTGroup) shares personal information in the following ways:

- Transatlantic Translations Company LLC (TTGroup) may share personal information with our business and service providers in order to support the processing of your translation, desktop publishing, brand name checking, voice-over, IVR, telephone interpretation needs and/or projects, follow up on quote requests, providing sales and marketing support and communication. Our business and service partners include, independent translators, proofreaders, interpreters and desktop publishers. Our business and service providers are required by confidentiality and non-disclosure agreements to keep the information received on behalf of Transatlantic Translations Company LLC (TTGroup) confidential and secure and not to use it for any purpose other than the purpose for which it was provided.

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Rights of individuals:

Transatlantic Translations Company LLC (TTGroup) gives you the ability to access, modify and/or update your personal information. You can log in and make changes to your information, such as a password, contact details, or general settings. If necessary, you can also contact us at Info@TTGtranslates.com and describe the changes you want made. EU and Swiss individuals have the right to access, update, correct or take their information down at any time.

OPT-Out:

Transatlantic Translations Company LLC (TTGroup) gives the right to opt-out of any future communications, as well as to not forward your information onwards. You can email our Privacy Shield contact Kerri Modla at Kerri@TTGtranslates.com

You can choose to receive marketing emails and newsletters but you can opt-out of receiving them at any stage. You can configure your website browser to restrict or disable the use of cookies.

We will provide an individual opt-out or opt-in choice before we share their data with third parties other than our agents, or before we use it for a purpose other than which it was originally collected or subsequently authorized. To limit the use and disclosure of your personal information, please submit a written request to Kerri Modla at Kerri@TTGtranslates.com.

Independent Dispute Resolution:

Transatlantic Translations Company LLC (TTGroup) has further committed to refer unresolved privacy complaints under the Privacy Shield Principles to BBB EU PRIVACY SHIELD, a non-profit alternative dispute resolution provider located in the United States and operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit: www.bbb.org/EUprivacy-shield/for-eu-consumers/ for more information and to file a complaint.

Council of Better Business Bureaus, Inc.

If your complaint is not satisfactorily addressed, and your inquiry or complaint involves human resource data transferred from the EU in the context of the employment relationship, you may have your complaint considered by an independent recourse mechanism: for EU/EEA Data Subjects, a panel established by the EU data protection authorities (“DPA Panel”), and for Swiss Data Subjects, the Swiss Federal Data Protection and Information Commissioner (“FDPIC”). To do so, you should contact the state or national data protection or labor authority in the jurisdiction where you work. TTGroup agrees to cooperate with the relevant national DPAs and to comply with the decisions of the DPA Panel and the FDPIC.

Should your complaint remain fully or partially unresolved after a review by TTGroup, BBB EU Privacy Shield and the relevant DPA, you may be able to, under certain conditions, seek arbitration before the Privacy Shield Panel. For more information, please visit www.privacyshield.gov.

Transatlantic Translations Company LLC (TTGroup) is subject to the investigatory and enforcement powers of the United States Federal Trade Commission (FTC).

Please note that Transatlantic Translations Company LLC (TTGroup) may be required to disclose an individual's personal information in response to a lawful request by public authorities, including to meet national security or law enforcement requirements. Please check our Terms and Conditions and Privacy Policy periodically in case of change.